

Water/Wastewater Commissioners'
Meeting Minutes
September 14, 2010

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Member
David Boucher
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Decisions:

Approval of Final Minutes – The commissioners signed the final minutes of the meeting held on August 17, 2010, as had been approved with one amendment during the meeting held on August 31, 2010. Vice-Chairman Putnam made the motion to approve the final minutes of the meeting held on August 31, 2010 as presented. Commissioner White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the August 2010 Bill Commitment 100831 and for the August 2010 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed this document as presented for the August 2010 Bill Commitment 100831 and for the August 2010 Final Bills issued.

Sewer Abatement Requests

33 Georgetown Drive - Vice-Chairman Putnam made the motion to approve this sewer abatement request as presented as a one-time exception, as the water used was for lawn care and pool fillings which did not enter the sewer system, in the amount of \$132.77. The amount of sewer usage to be abated is 3,987 cubic feet. Chairman Courage seconded the motion. All voted in favor.

175 Ridgefield Drive – Vice-Chairman Putnam made the motion to approve this sewer abatement request as presented as a one-time exception, as the water used was for lawn care which did not enter the sewer system, in the amount of \$71.83. The amount of sewer usage to be abated is 2,157 cubic feet. Chairman Courage seconded the motion. All voted in favor.

85 Ridgefield Drive - Vice-Chairman Putnam made the motion to approve this sewer abatement request as presented as a one-time exception, as the water used was for lawn care which did not enter the sewer system, in the amount of \$79.92. The amount of sewer usage to be abated is 2,400 cubic feet. Commissioner White seconded the motion. All voted in favor.

12 Valhalla Drive - Vice-Chairman Putnam made the motion to approve this sewer abatement request as presented as a one-time exception, as the water used was for lawn care which did not enter the sewer system, in the amount of \$118.55. The amount of sewer usage to be abated is 3,560 cubic feet. Chairman Courage seconded the motion. All voted in favor.

Discussions:

Curtis Well - Spare Pump Costs – Superintendent Boucher explained the “spare parts” costs appearing on Proposal #MS0585 dated September 13, 2010 prepared by Maher Services regarding pumps, impellers, motors, etc., for Curtis Well pump #1 and pump #2, are provided to allow for the parts to “sit on the shelf”. Chairman Courage questioned whether it would be prudent to keep such spare parts, at a cost of almost \$14,000.00, in inventory. Vice-Chairman Putnam commented that there is cost containment merit in stocking spare parts in the event of a pump failure versus buying water from Pennichuck and obtaining parts, given the recent situations experienced with the Curtis Wells during dry weather conditions. He offered to investigate competitive, wholesale pricing for the same Goulds pump model identified in the Maher proposal. Chairman Courage said the prices should be included in the 2011 budget process. Vice-Chairman Putnam and Commissioner White agreed.

Superintendent Boucher said that perhaps Curtis Well #1 should be redeveloped next year, since the Three-C representative feels that the motor for #1 is showing signs of being “on its way out”. Commissioner White asked if it would be appropriate to approve something like this during tonight’s meeting. Chairman Courage replied that the Superintendent could present this pricing for discussion and approval during an upcoming 2011 draft budget session. If spare parts are not on our shelves, said Commissioner White, and a Curtis Well pump or motor fails between now and mid-March when town budgets are presented for approval by the voters, how readily could the needed items be purchased? Superintendent Boucher said the motor should be more readily available than the pump. Commissioner White then asked if a purchase should be made before a failure. Chairman Courage said maybe now would be a good time, and asked Mr. Putnam for his opinion. Vice-Chairman Putnam said while it would be nice to have a pump on the shelf, it would be a gamble to not have one on the shelf. To err on the side of caution probably wouldn’t hurt, he said, and asked the amount of available budget funds. Chairman Courage said there is approximately \$230,000.00 available in the Capital Reserve Funds, and added that the Board of Water and Sewer Commissioners possess the authority to deposit and withdraw funds as becomes necessary, as compared to the Board of Selectmen’s authority level in a similar situation, he said, which would require a town vote in order to transfer Capital Reserve funds. Mr. Putnam said yes, the Commissioners could approve the transfer of funds now from the Capital Reserve Account so that the pump could be purchased with budget funds, and that the Capital Reserve Account funds could be replaced later. Commissioner White said, to him, it would be “short money” to take action now, considering the recent Curtis Well repair expenses and associated Pennichuck water costs. Maher Services, Inc., a North Reading, MA, contractor, could then install the parts. This matter will be discussed further after Vice-Chairman Putnam has obtained competitive, wholesale pricing on the Goulds pump.

Re-development of Curtis Well #1 – Superintendent Boucher explained the redevelopment process for Curtis Well #1 would be the same as the recent re-development of Curtis Well #2, and said that the anticipated cost would also be the same, approximately \$11,000.00 for the new pump and motor (including the removal, inspection, pressure-wash, and re-installation of the pump), and this will be

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included in the 2011 budget. Reviewing the Curtis Well Rehab Tally, Vice-Chairman Putnam asked that the unpaid invoices be included in the tally and be presented at the next Board of Commissioners' meeting. Superintendent Boucher said that he had received an email from Mr. LaBranche, Stantec Consulting, indicating there would be no charge for the engineering services provided. Commissioner White said that decision is very commendable. Superintendent Boucher said that the demand for water was approximately 9 million gallons higher this year than last year at this time due to the near-drought conditions, and that the last two invoices received from Pennichuck reflect the higher demand for water. As additional explanation of the two higher-than-average Pennichuck Water invoices received during the period beginning June 30, 2010 and ending August 4, 2010, Mr. Boucher distributed Water Department Monthly Flow Records for July and August for both Curtis Well and Pennichuck Water, summarized as follows:

	CW Flow MGD	PW Flow MGD	Total GPD MGD
July 2009	32.145	1.468	33.613
July 2010	21.860	20.947	42.807 (demand is up 9.194 MGD from 2009)
August 2009	35.393	2.149	37.542
August 2010	14.074	23.610	37.684 (demand is up .142 MGD from 2009)

Mr. Boucher said that Curtis Well pump #2 was out of service for only 6 days as a result of this project. He said that he believes the increased price is because of the drought periods, when there is more of a demand, the Water Utilities staff tends to run Pennichuck Water more while relaxing the Curtis Well pumps, alternating pump #1 with Pennichuck, then pump #2 with Pennichuck. During the "hot" months, the Milford pumps are run 24/7, he said, with intermittent cooling periods running Pennichuck Water. Right now, during the work day, one or both Milford pumps is/are being run for an eight hour period and then Pennichuck is turned on during the night. Sometimes the tank "catches up" and both pumps and Pennichuck are shut down. Chairman Courage remembered that the DPW staff used to run the pumps 16 – 18 hours per day on average before shut down, and said that if the Curtis Well pumps are only being run 8 hours per day, then obviously additional water is needed to be purchased from Pennichuck. Mr. Boucher then said that the Milford pumps are being run more than that, and that the time varies, but not both of the pumps at the same time so that one of the pumps may be relaxed, and then Pennichuck is run at night. Chairman Courage reiterated that Superintendent Boucher needs to find out how the foreman determines the pump operation schedule, as the Pennichuck operations costs Milford money, suggesting the well levels and draw-down levels be recorded and that the records be interpreted closely. Mr. Boucher said that is being done, and that since the previous week, pump #2 has been shut during the night because we can pump down to 25 feet, which is the safe level, and that the static levels and draw-downs have been done every day. Today, Mr. Boucher said, there was a "drop" every three hours, with the last one being just before noon, at 24-1/2 feet. And, because we don't have any way of "seeing" that, said Mr. Boucher, without two people coming in "manually" and testing the well, he said that #2 was shut down for the night, and Pennichuck was run with #1 "on". He said that Woodard & Curran representatives were on-site to correct the transducer problem at both wells, which should be picked up on the SCADA system, however, there are no records of the two ever working properly, so we've never used them. Instead, it's been done manually, and despite attempts to get them working again (and Woodard & Curran is still working on the problem) the representative thinks

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something is going on there with stray voltage and hints that unless the problem is corrected, the transducers will probably not operate correctly and a manual draw-down procedure is necessary. Mr. Courage said that the goal is to not buy more from Pennichuck than is absolutely necessary, and without being unfairly critical, he would like confirmation that the equation being utilized to determine gallons of water being purchased is, in fact, an accurate equation. Mr. Boucher and Mr. Courage agreed that the demand for water during July and August could not have been met without the purchase of water from Pennichuck. Mr. Boucher added that the capability of running two Curtis Well pumps has returned, and said that the Water Department shouldn't be running #2 beyond the current level due to the low water table and the fact that, in the evening, two people with flashlights would be necessary. He added that #1 has plenty of feet above the "safe" level. Commissioner White asked if there was a system in place in the event that anything happened to the Water Foreman that would require someone else to monitor the wells. Mr. Boucher said it is not a good system, but there are standard operating procedures and job responsibilities are known, subject to change, in the event of an emergency. Enough people are cross-trained in the foreman's job responsibilities, i.e., Water Department staff and wastewater operators to perform draw-downs and what else would need to get done during an absence, he said. Commissioner White said that what he thinks Mr. Courage is alluding to, without creating undue work for anyone, is the need may exist for someone to monitor and document on a daily basis what the procedures are, i.e., when and for what duration the wells must be shut down, in order to ensure the longevity of the pumps. Mr. Boucher said that part is automatic; the wells shut down when they are supposed to. The part that is manual is at the end of the work day, when #2 is physically shut off and Pennichuck is called to turn on water. They run, and when the high level alarm is signaled, an operator is paged, and the operator will call Pennichuck to shut down the booster pump, and the Curtis Well is shut down automatically. Chairman Courage would like to see the Water Foreman draft up-to-date standard operating procedures. Commissioner White and Vice-Chairman Putnam agreed. Mr. Putnam said that others should be trained and able to step into action if necessary, with the goal of not relying on Pennichuck for water any more than is necessary. Mr. Boucher agreed, adding that the department is conscious of this and that a review of the records would reflect conservative use of water from Pennichuck on a daily and emergency basis because of the automation in place. Commissioner White commented on the cost of increase in water demand during August 2010 compared to August 2009, the difference being the source and cost of the water utilized.

Grit Building Roof – Mr. Boucher said the new roof is in place, and that the Structures Unlimited repair crew was on-site applying the clear coatings on four of the buildings: two primary clarifiers and two effluent tanks for fiberglass protection against weathering.

Communication Tower – Mr. Boucher said that a fire truck will be on-site tomorrow, weather permitting, so that the top section of the tower can be added. Windy conditions delayed the work from being performed on a few occasions. The I.T. Director, Bruce Dickerson, will then be on-site to verify the signals are strong.

Kokko Well – Mr. Boucher said that representatives from Veolia were here on Monday regarding the mercury clean up operations to set up air meters inside and outside of the building. The meter equipment will be collected on Friday. After the data has been analyzed, the plan is to submit information to the NH DES to obtain a letter of "no further action required".

Curtis Well Meter Calibration – Mr. Boucher informed the commissioners that the meter calibration is still a question. On Thursday, two companies will be on-site, one of which has been here before to calibrate the meter; now the calibrated meter will be synchronized with a flow meter test. Woodard & Curran has set it up so that the exact reading will be read in the Administration Building.

Summer Street – Mr. Boucher said that the water and sewer crews had installed stubs and labor and materials will be billed. Commissioner White asked the formula used to come up with the equipment rate charges of fair and standard costs for saws, compactors, etc., adding that the pricing should be competitive with local businesses yet not be under-priced. The Superintendent will generate a list of prices, with a 25% administrative/supervision fee being applicable.

Future Non-public Work Session – Chairman Courage said it would be prudent to schedule a brief non-public session regarding land negotiations. Vice-Chairman Putnam and Commissioner White agreed such a meeting would be beneficial, and the 21st of September at 6:00 p.m. will be the date/time of this meeting.

2011 Budget – Mr. Boucher said he will begin the draft budget soon. Commissioner White said he would like to be introduced to the budget planning process.

Information Items:

Activities Report – The commissioners reviewed the information provided. Commissioner White said the entrance fee established for Mr. Ciardelli based on two billing cycles seemed fair. Mr. Boucher commented that the painting needed at Curtis Well will be done by in-house personnel. Mr. Courage noted that the Curtis Well legal fees are being charged back via Stantec Consulting correspondence. Commissioner White noted October 5 is the date the two low bidders for the Septage Receiving Facility agreed to extend their bid. It was agreed that Mr. LaBranche should be invited to attend the meeting on the 28th to discuss the Curtis Well Rehab Project and that each commissioner would prepare questions. The commissioners would also like to invite Mr. Don Ware from Pennichuck to discuss the Amherst Street project, as a drop in Bartlett Common costs would be expected.

Future Appointments/Meetings:

The next meeting of the Water and Wastewater Commissioners will be a non-public session (RSA 91-A:3,II(d) – Land Acquisition) held at 6:00 p.m. on Tuesday, September 21, 2010 at the Water Utilities Department, 564 Nashua Street.

The next regular meeting of the Water and Wastewater Commissioners will be held at 6:00 p.m. on Tuesday, September 28, 2010 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

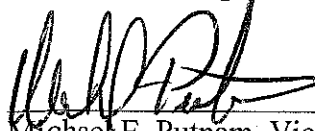
A motion to adjourn was made by Vice-Chairman Putnam at 7:15 p.m. Commissioner White seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron


Robert E. Courage – Chairman

10/26/2010
Date


Michael E. Putnam, Vice-Chairman

10/26/10
Date


Dale A. White, Commissioner

10/26/10
Date